

<p align="center"><b>CM/ECF</b></p> <p align="center"><b>External User's Guide</b></p> <p align="center">U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter IV</p> <p align="center">Queries and Reports</p>
	<p align="center">Section 9</p> <p align="center">Reports - PACER Login</p>

This procedure demonstrates the steps to take to run and print ECF Reports. The majority of the reports require that the user log into PACER. Once logged in, you will not be asked again for the Login, Password, and Client Code. If you wish to change to a different Client Code click on **Logout** from the main menu, then log back into ECF. A new PACER login screen will be displayed screen.

***We ask that you do not run reports between the hours of 10:00 AM and 3:00 PM. This is the heaviest processing time and will slow the system for both internal and external users.***

STEP 1 Click on **Reports** from the main menu.

STEP 2 The **Report Events** screen will display the following reports.

- ◆ Cases
- ◆ Claims Register
- ◆ Docket Report
- ◆ Calendar Events (non billable report)
- ◆ Creditor Mailing Matrix
- ◆ Order Query (non billable report)
- ◆ Ballot Report (non billable report)

STEP 3 Select the desired report. Click **Next**. The **PACER Login** screen will display.

**PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

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STEP 4      Enter the following:

- A.      Login
- B.      Password
- C.      Client code (if applicable)

**NOTE** - It is not recommended that the user click on the check box to make these entries a default PACER login.

STEP 5      Click **Login**.